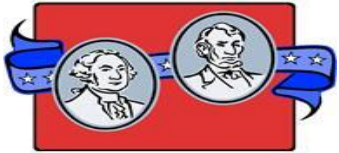


# February 2012 Workshop Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <u>8:30-12:00 UIRO</u> <u>1:30-4:30 EUC/EB</u>	2 8:30-12pm WorkFirst Orientation 9:30 – 12:30 GED Math <u>1 – 4:00 Key Train</u> <b>1:00-3:00 Job Club</b>	3 <u>9-12 Basic Computer 2</u>
6 <u>9-12:00 Resume/Cover Letter /Raul</u> <u>1 – 4:00 Basic Computer 1</u>	7 <u>9-12:00 Job Search Strategiesw/Jeanne</u> 9:30 – 12:30 GED Math <u>1- 4:00 Key Train</u> 2:30-3 DVR Orientation	8 <u>8:30-12:00 UIRO</u> <u>1:30-4:30 EUC/EB</u>	9 8:30-12pm WorkFirst Orientation 9:30 – 12:30 GED Math <u>1 – 4:00 Key Train</u> <b>1:00-3:00 Job Club</b>	10 <u>1-4:00 Basic Computer 2</u>
13 <u>9-12 Basic Computer 1</u>	14 <u>9- 12:00 Key Train</u> 9:30 – 12:30 GED Math 2:30-3 DVR Orientation	15 <u>8:30-12:00 UIRO</u> <u>1:30-4:30 EUC/EB</u>	16 8:30-12pm WorkFirst Orientation 9:30 – 12:30 GED Math <u>1 – 4:00 Key Train</u> <b>1:00-3:00 Job Club</b>	17 <u>9-12 Basic Computer 2</u>
20 <b>Closed</b> 	21 <u>9-12:00 Interview Skillsw/Joe</u> 9:30 – 12:30 GED Math <u>1- 4:00 Key Train</u> 2:30-3 DVR Orientation	22 <u>8:30-12:00 UIRO</u> <u>1:30-4:30 EUC/EB</u>	23 8:30-12pm WorkFirst Orientation 9:30 – 12:30 GED Math <u>1 – 4:00 Key Train</u> <b>1:00-3:00 Job Club</b>	24 <u>1-4:00 Basic Computer 2</u>
27 <u>9-12 Basic Computer 1</u>	28 <u>9- 12:00 Key Train</u> 9:30 – 12:30 GED Math 2:30-3 DVR Orientation	29 <u>8:30-12:00 UIRO</u> <u>1:30-4:30 EUC/EB</u>	Underlined Classes count as Unemployment Job Contacts	

Go2worksource.com

\* Please note this calendar is subject to change

**Hours of Operation**  
Monday, Wednesday-Friday 8-5  
Tuesday 9-5

**Contact Us**  
Phone: 360-427-2174  
Fax: 360-427-2088  
TDD/TTY: 360-427-2248  
WA Relay Service 7-1-1

**Located at**  
2505 Olympic Hwy. N. Suite 420  
Shelton, WA 98584



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## Come to the front desk to receive these services:

### RESOURCE CENTER ASSISTANCE

Job-related internet access, job search assistance, access to resume paper, scanning, faxing and copying. We can assist you in marketing your skills and experience to employers including applications, targeted resumes and cover letters.

### JOB SEARCH AND PLACEMENT / INDIVIDUAL APPOINTMENTS

Individualized job matching and job referrals with an employment specialist.

### TOOLS TO INCREASE ACCESS TO SERVICES

Do you need an adjustable work station, large key keyboard, sound amplification, magnification of print on computer, headphones to block sound? Something else? Please ask!

### INTEREST/ SKILL/ APTITUDE ASSESSMENTS

Several assessment tools available, including CT Choices and Key Train. Assistance available.

### WORKSHOPS

Are available to provide you with the skills to market your qualities effectively to employers and provide you with information and resources to manage your employment and career future.

**Skills and Abilities/Application** – Identifying your interests and compatible work environments for effective job search. The basic rules for completing effective applications, including the differences with State and Federal processes compared to basic applications.

**Job Search Strategies including those with Barriers** - Job search readiness to include, networking skills and how to research and utilize valuable labor market information to aid you in your job search.

**Resume Cover Letter**- How to write an effective cover letter and what components are crucial for a resume

**Interview Skills**- Interview techniques, how to prepare for an interview, and how to handle frequently asked interview questions improving your interview skills.

**Basic Computer**- Basic skills on use of computer, experience with e-learning, key- train, email, and internet job search.

### COMMUNITY VOICEMAIL

Free voice mail for those who do not have access to a private phone voicemail system.

### TRANSLATION SERVICES

Spanish speaker on staff. Will arrange translation for other languages.

### ADULT BASIC EDUCATION CLASSES, WORKER RETRAINING & POST SECONDARY VOCATIONAL PROGRAMS

Please call Olympic College at 360-432-5400 to sign-up.

### BUSINESS SERVICES

WorkSource's link to employers: Employers list job openings and we screen and refer workers.

Information on tax incentives and labor market information. **DIVISION OF VOCATIONAL REHABILITATION (DVR)**

Program to empower individuals with disabilities to achieve a greater quality of life by obtaining and maintaining employment. Attend orientation from 2:30-3:00 Tuesdays for information on services.

### UNEMPLOYMENT INSURANCE (UI)

Receive information on how to apply for unemployment insurance benefits by contacting the UI telecenter or by accessing UI online. Weekly UI Re-Employment orientation is open to the public. UI Liaison on staff.

### VETERANS' ADMINISTRATION (VA)

We provide priority of service to veterans and their families. Information flyer available at front desk.

### WORKFORCE INVESTMENT ACT (WIA)

Programs assist dislocated workers, displaced homemakers and/or low income individuals with skills assessment, training programs, job search and placement assistance and supportive services. Ask for a WIA Services Request Form to be contacted by a WIA specialist for more information. For Youth Services, ages 16-21, call Jessica Hendy at 360-426-1200, email JHendy@esd.wa.gov or drop in on Tuesdays from 2-4pm.

### WORKFIRST

We provide job search services and employment-related supportive services to individuals in the WorkFirst Job Search Program who are referred by DSHS.

### COMMUNITY JOBS/SUPPORTED WORKS (COMMERCE)

This program is a subsidized training program for TANF individuals who have barriers to employment. You must have a referral from a DSHS WorkFirst Case Manager.

### SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM(SCSEP)-AGES 55 & OLDER

Request application at the front desk or contact Dora Louton 360-538-2355 dlouton@esd.wa.gov.

\*Some services are contingent on availability of funding and may require that customers meet program eligibility requirements.

\*Community resources list available at the front desk

Visit us at our newest location in Belfair. 23544 NE State Route 3, Belfair, WA 98528 (Mondays only 8:45 – 4:15)

360-801-5651 Fax 360.275.6286 WA Relay Service 7-1-1

"WorkSource is an equal opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services available upon request to persons with disabilities."